Retired Employee Account Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

The main objective of this policy is to define the termination of accounts for former or retired West Chester University (WCU) employees.

This Information Services & Technology Policy applies to all University employees who have officially retired from West Chester University, unless the user is exempt as defined in the Policy Exceptions section of this document.

Policy Statement

To adhere with PASSHE (Pennsylvania State System of Higher Education) Legal Counsel regarding use of University resources and Commonwealth of PA property including compliance with software licensing requirements as well as information security best practices, WCU Employees will no longer retain their campus email account after they retire from the university. Retired employee accounts will be disabled upon the end of employment. In order to provide retirees with the ability to stay up to date with WCU news and events, retirees will be able to self-register their personal email addresses to a Listserv for campus communications.

Policy Framework

Compliance

Information Services & Technology will validate retirement with Human Resources.

Policy Exceptions

Exceptions to this policy are retirees who have been awarded Emeritus/Emerita designation. Emeriti retirees will be granted email account access in perpetuity, as well as corresponding security application licenses to continue to protect these resources.

Procedures

Access to University email accounts for non-Emeriti retired employees will be discontinued as of a defined cutoff date. The retirees will be offered the opportunity to subscribe to a listserv using their personal email addresses. The listserv would be used to send out relevant news and information from the University.

Access by Emeriti retirees will continue, on the condition that Emeriti must agree to:

- The use of two-factor authentication;
- The acknowledgement that their communications via University email may be subject to Right to Know Law;
- The acknowledgement that their use of these resources would be subject to the University's Acceptable Use Policy.

References

Emeritus/Emerita Designation Guidelines: https://bit.ly/3L4T8vI

Acceptable Use Policy

https://www.wcupa.edu/HEA/documents/acceptableUsePolicy.pdf

Reviewed by: Information Services & Technology

Policy Owner: Stephen Safranek

Chief Information Security Officer

Information Services & Technology

Office of Labor Relations Review: Review completed December 27, 2022

Approved by:

JT Singh

Senior Associate VP & CIO

Information Services & Technology

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7/29/2014 – Reformatted to new IS&T Policy Template

2/11/2021 – Reformatted to new WCU Policy Template

Amended:

7/1/2022 - Policy amended to reflect changes to Retired Employee Accounts Policy

10/13/2023 - Documenting approvals, next review date

11/28/2023 – Revised formatting, added link to reference, and published.